



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SURVEILLANCE INVESTIGATOR-EPIDEMIOLOGY
Posting Number	PN# 107314
Department	Health & Human Services
Division	Surveillance and Public Health
Section	Bureau of Epidemiology
Reporting Location	Central-8000 N Stadium Drive
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Performs surveillance related to disease outbreak and/or bio-terrorism activities within the Bureau of Epidemiology. Provides reports to Epidemiologist Supervisor or Staff Epidemiologist team leader regarding progress of activities.

- CORE FUNCTIONS**
- Conducts surveillance related to disease outbreaks and/or Bioterrorism activities and interviews patients at medical facilities. In addition, secures medical records and information related to disease outbreaks and/or Bioterrorism activities.
  - Performs field investigation activities related to disease outbreaks and/or suspected Bioterrorism activity as instructed by Staff Epidemiologists, and is available twenty-four hours a day, seven days a week to respond to outbreaks.
  - Collects and analyzes data and prepared reports on investigative activities and findings to be reviewed by Staff Epidemiologist Supervisor.
  - Acts as liaison to medical facilities and other governmental agencies involved in surveillance activities and projects. Establishes rapport with staff at agencies. Identifies concerns and reports them to the Staff Epidemiologists and Epidemiologist Supervisor.
  - Assists Staff Epidemiologists in developing preventive measures and intervention in controlling disease outbreaks and/or Bioterrorism activities. Performs other special projects and duties as assigned by Supervisor.

**WORKING CONDITIONS**  
The position is physically comfortable, the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a Bachelor's degree in Public Health, Physical Sciences, Social Sciences or a related field.

**MINIMUM EXPERIENCE REQUIREMENTS**  
Two (2) years of professional experience in public health or health care are required. Progressively responsible professional experience in public health or health care may be substituted for the educational requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS** None

**PREFERENCES**  
Knowledge of Microsoft Office 97 (Access, Excel, PowerPoint, Word), Windows 95/98 or higher and Advantage 2000.

**SELECTION/SKILLS TESTS REQUIRED** None

**SAFETY IMPACT POSITION** ☐ Yes ☒ No  
This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

**SALARY INFORMATION** **GRANT FUNDED POSITIONS**  
**This position is dependent upon continued available funds.** If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  
Salary Range - Pay Grade 17  
\$992 - \$1,345 Biweekly \$25,792 - \$34,970 Annually

**OPENING DATE** October 26,2005

**CLOSING DATE** November 1, 2005

**APPLICATION PROCEDURES**  
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9471.  
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